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| **SRXRIK001A** | **UNDERTAKE RISK ANALYSIS OF ACTIVITIES** |

**PERFORMANCE CRITERIA**

**1 Establish the context of the risk analysis**

1. Obtain the organisations' equipment maintenance procedures and operational procedures for the activity and/or location
2. Obtain activity-specific and location-specific information and equipment maintenance history including relevant incident and failure reports
3. Research applicable occupational health and safety and environmental standards and industry best practice guidelines
4. Obtain applicable technical **documentation**
5. Access and clarify **risk evaluation criteria,** as determined by the organisation's risk management policy and plan

**2 Identify risks associated with an activity**

* 1. Generate a comprehensive list of ***sources of risks*** within the particular activity, including risks that are not under the control of the organisation
  2. Take into consideration **areas of impact** on the organisation
  3. Consider possible causes of risks, **hazards** and the **definitions of risk**
  4. Document **sources of risk, risk identification** and **areas of impact** in a clear and concise manner

**3 Conduct risk analysis of an activity**

* + 1. Complete analysis using appropriate structured methodology (eg, a template) in accordance with organisations' and/or activity requirements
    2. For each risk determine existing controls which have been put in place by the organisation, or by occupational health and safety legislation
    3. Identify **sources of information** to assist in assessing the **likelihood** of any given risk turning into an accident/injury/loss
    4. Identify **sources of information** on the **consequences** of particular incidents in order to determine the degree of emphasis placed on the risk
    5. Analyse the **likelihood** and **consequences** of particular risks, and **classification of risk** using suitable **techniques**, as determined by the organisation

**4 Undertake risk assessment of an activity**

* + - 1. Compare the level of risk established during the analysis process with previously established ***risk evaluation criteria*** using methodology as prescribed by the organisation
      2. Rank or prioritise risks for further action, taking account of the wider context of the risk
      3. Consider the objectives of the organisation and the extent of opportunity which could result from taking the risk
      4. Take into account, when making decisions, the wider context of the risk
      5. Accept risks that fall into the low or acceptable categories without further treatment, and monitor and periodically review to ensure they remain acceptable
      6. Treat risks that fall outside the low or acceptable category using a range of options

**5 Treat risks associated with an activity**

* + - * 1. Identify specific **risk treatment** options applicable to the risk associated with the activity
        2. Evaluate **risk treatment** options in accordance with the organisation's risk management plan, on the basis of the extent of risk reduction, the extent of benefits or opportunities created and taking into account the **risk evaluation criteria** previously established
        3. Prepare activity-specific **risk treatment** plan which documents how the chosen options should be implemented, identifying responsibilities, schedules, the expected outcome of treatments, budgeting, performance measures and the review process
        4. Identify specific **risk treatment** options applicable to the risk associated with the activity
        5. Evaluate **risk treatment** options in accordance with the organisation's risk management plan, on the basis of the extent of risk reduction, the extent of benefits or opportunities created and taking into account the **risk evaluation criteria** previously established
        6. Prepare activity-specific **risk treatment** plan which documents how the chosen options should be implemented, identifying responsibilities, schedules, the expected outcome of treatments, budgeting, performance measures and the review process

**RANGE STATEMENT**

**CATEGORIES**

**Areas of impact**

* asset and resource base of the organisation and including personnel
* revenue and entitlements
* costs of activities both direct and indirect
* people/community
* performance
* timing and schedule of activities
* the environment
* intangibles such as reputation, goodwill, quality of life
* organisational behaviour

**Classification of risk**

* diseases affecting humans, animals and plants
* economic perils, eg, currency fluctuations, interest rates, share market
* environmental, eg, noise, contamination, pollution
* financial, eg, contractual risks, misappropriation of funds, fraud, fines
* human perils, eg, explosions, riots, strikes, sabotage
* natural perils, eg, climatic conditions, earthquakes, bushfires, vermin, volcanic activity
* occupational health and safety, eg, inadequate safety measures, poor safety management
* product liability, eg, design error, substandard quality control, inadequate testing
* professional liability, eg, wrong advice, negligence, design error
* property damage, eg, fire, water damage, earthquakes, contamination, human error
* public liability, eg, public access, egress and safety
* security, eg, cash arrangements, vandalism, theft, misappropriation of information, illegal entry
* technology, eg, obsolescence, advances and failure

**Consequences**

* the outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event

**Definitions of risk**

[all categories]

* the chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood and consequences
* the potential to lose something of value. The loss may be physical, mental, social or financial

**Documentation**

* includes assumptions, methods, data sources and results
* reasons for documentation
  + to demonstrate the process is conducted properly
  + to provide evidence of a systematic approach to risk identification and analysis
  + to provide a record of risks and to develop the organisation's knowledge database
  + to provide decision-makers with a risk management plan for approval
  + to provide an accountability mechanism and tool
  + to facilitate continuing monitoring and review

**Required knowledge and skills**

* Required knowledge
  + Common risk management terminology, eg, risk, risk management, hazard, risk analysis, risk management plan
  + The role of risk as a reason for participating in or using sport and recreation activities
  + Factors that affect an individual's perception of risk
  + Effect of legislation on procedures and practices in the sport and recreation industry
  + Causes of accidents, incidents and losses, in a sport and recreation context
  + Impact of high profile accidents/incidents/losses
  + Legal responsibilities in risk management
  + Knowledge of the activity and its associated hazards in order to conduct the risk analysis
  + Equipment design limits and effects of operating outside design limits
* Required skills
  + Application of incident scenarios to logically assess risk

Analysis and documentation of accident/incident research